



Special Events Application

Date of Application _____

Organization _____

Contact Name _____

Work Phone Number _____

Home Phone _____

Facsimile _____

Cell/Pager/Other _____

Mailing Address _____

E-mail Address _____

City, Street and Zip _____

501.C3 Non-profit State Tax ID number _____

Event Title/Name _____

Event Location _____

Event Date(s) _____

Starting/Ending Times _____

Event Set-Up Date _____

Event Take-Down Date _____

Event Set-Up Time _____

Event Take-Down Time _____

Number of Participants Expected _____

Number of Spectators _____

County Health Department Action (include copy of County Permit) (does not supersede City approval)

West Valley City Temporary Use Application, \$100 fee paid on _____

*For gatherings of 500 people or more, a County Mass Gathering Permit may be required. Additional fees apply.

*If the event is to be held on public property, a bond and/or insurance, in an amount to be determined by the City Attorney's Office, shall be required, prior to approval. (Contact Jamie Young with the Parks Department 801.955.4011)

* All events located on school property shall be coordinated and approved by the Granite School District Fire Marshall, Kurt Fisher (385.646.4243)

Instructions for Obtaining a Special Events Permit

1. As part of the Special Events Permit, please provide all information as requested on the attached check list. All information must be returned to West Valley City a minimum of 14 days prior to event.
2. Please type information or print with a black pen. If information is not legible, the permit request will be returned to you. Please submit 8 copies of your application and information to the Planning and Zoning Division, room 240, at West Valley City Hall. After submittal, you may be expected to route a copy of the application to appropriate departments.
3. A diagrammatic site plan is required showing the placement of booths, activities, seating areas, parking lots, fire lanes, access, traffic control barriers (if needed), restrooms and/or other features that you deem important. A pre-submittal meeting or telephone call is suggested with each of the Departments (see sign-off sheet) involved in the review of your permit to assure that appropriate information is provided.
4. Please attach a Temporary Use Application and \$100.00 application fee as required by the Community and Economic Development Department.
5. Please attach a copy of an approved Salt Lake County mass gathering permit.
6. Sign-offs by all relevant City Departments as defined on the Sign-off/signature page are required before approval is given by the Planning and Zoning Division of the Community and Economic Development Department.
7. Please explain the event in detail by letter or if available, by flyer. Include estimates of the number of patrons, traffic control, security systems, medical or fire requirements, cooking and heating equipment, and any special demonstrations such as pyrotechnics, hot air balloons, gas barbecues, etc.
8. A bond and/or insurance may be required for any event to take place on public property.

**Special Events Application Approvals
Contacts and Sign-offs**

Police Department

Special Operations Division	801.963.3385
Sergeant Jason Hauer	801.965.5879

Fire Department

Fire Prevention Division	801.963.3336
Carl Andreasen	801.963.3551

Community and Economic Development

Planning and Zoning Division	801.963.3312
Building Inspection	801.963.3283

Business License

Nora Clements	801.963.3287
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Public Works

Permit Officer	801.963.4206
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County Health (Salt Lake County Mass Gathering)

Bureau of Food Protection	385.486.3845
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Parks and Recreation (for public property)

Jamie Young	801.955.4000
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Road Closures

Randy Peterson	801.963.3350
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Public Relations

Craig Thomas	801.963.3285
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Special Events Permit Checklist

Please check the following items which apply to your event and give an explanations. If you have questions, please contact Planning and Zoning at 801.963.3312. When completed, fax to 801.963.3559 or mail application to West Valley City Hall, Attn.: Planning and Zoning, 3600 Constitution Boulevard, West Valley City, UT 84119.

Event _____ Date _____

- ☐ Admission Charged
- ☐ Animals
Types _____
- ☐ Bleachers
- ☐ Booths/Vendors handing out products (contact Nora Clements with Business Licenses, 801.963.3287)
- ☐ Booths/Vendors selling products or merchandise (contact Nora Clements with Business Licenses, 801.963.3287) What Products _____
- ☐ Electrical Requirements
Anticipated Needs _____
- ☐ Medical and Fire support - if needed or required, must be provided by the West Valley City Fire Department (Contact Carl Andreasen 801.963.3551)
- ☐ Fencing/Scaffolding- Temporary
- ☐ Food Catered by restaurants (contact Bureau of Food Protection, 385.468.3845)
- ☐ Food distributed free of charge (contact Bureau of Food Protection, 385.468.3845)
- ☐ Food prepared on site (contact Bureau of Food Protection, 385.468.3845)
- ☐ Hours (no later than 10 o'clock pm)

Special Events Permit Checklist

- ☐ Lighting - distance to nearest residential use? _____
- ☐ Music
Type _____
- ☐ Music Amplification
- ☐ Music - Non Amplified/ Acoustical
- ☐ Noise- not to exceed 55 decibels
- ☐ Open to public
- ☐ PA system
- ☐ Parking - include in your site plan the layout of the parking area and number of spaces available. Access roadways must be maintained at no less than 20' width.
- ☐ Portable Sanitary Units (portable toilets, contact Bureau of Food Protection 385.468.3845)
- ☐ Police (Sergeant Jason Hauer 801.965.5879)
- ☐ Security - include anticipated number and type such as private, City, County, State
Company Name _____
Number of Security Personnel _____
- ☐ Vehicles parked on what type of surface _____
- ☐ Road Closure(s) - requires a separate permit from Fire, Police, and Public Works Permit Officer. Closures must be approved prior to event. Identify where and when _____
- ☐ Sidewalk Usage
Where _____
- ☐ Signs - will there be temporary signs, inflatables, etc? If so, Describe _____

Special Events Permit Checklist

- ☐ Stage
Location_____
- ☐ Temporary Structures to include tents, trailers, or build-outs (contact Fire Prevention Division - 801.963.3336)
- ☐ Describe Traffic Control System_____

- ☐ For indoor events submit one set of scaled floor plans showing an evacuation plan. This will be used by the Chief Building Official to verify proper exiting and determine reasonable occupancy standards.
- ☐ Other information that might be helpful?
Explain: